

Invoice

Event Planner

Company Name
123 Event Ave.
City, State ZIP
Phone: (555) 123-4567
Email: info@eventcompany.com

Invoice To

Client Name
456 Customer Rd.
City, State ZIP
Phone: (555) 987-6543
Email: customer@email.com

Invoice Details

Invoice #: INV-0001
Date: YYYY-MM-DD
Due Date: YYYY-MM-DD

Services

Description	Quantity	Rate	Amount
Venue Reservation and Coordination	1	\$1,500.00	\$1,500.00
Catering Arrangement	1	\$1,000.00	\$1,000.00
Decoration and Set-up	1	\$800.00	\$800.00
Event Staff	4	\$150.00	\$600.00
		Subtotal	\$3,900.00
		Tax (10%)	\$390.00
		Total	\$4,290.00

Notes:

Payment due within 15 days from invoice date.
Thank you for your business.